

### Checklist to Plan and Conduct an Availability Session

- ☐ Determine purpose (s) and subject(s): \_\_\_\_\_
- ☐ Identify location for availability session
  - ☐ Facility name & location: \_\_\_\_\_
  - ☐ Contact person/phone number at facility: \_\_\_\_\_
  - ☐ Accessibility
    - ☐ People with disabilities and
    - ☐ Adequate parking and/or
    - ☐ Convenient to public transportation
- ☐ Choose date and time of the availability session: \_\_\_\_\_
- ☐ Confirm arrangements with follow up letter to facility contact person
- ☐ Identify staff to participate in public meeting
- ☐ Review information to be discussed with the public
- ☐ Identify/prepare support materials (maps, blueprints, handouts, etc.)
- ☐ Publicize the upcoming public meeting
  - ☐ Send fact sheet to all/part of site contact list and/or
  - ☐ Send fact sheet and/or media release to local media and/or
  - ☐ Telephone key individuals, organizations, officials and/or
  - ☐ Post notices in the community and/or
  - ☐ Announce the upcoming public meeting in another forum
- ☐ Conduct the availability session
  - ☐ Bring and use signs, sign-in sheets and support materials
  - ☐ Record comments and questions for program use or follow-up
- ☐ Follow up activities to the availability session
  - ☐ Provide necessary follow-up to public questions/comments
  - ☐ Update contact list with sign-in sheets
  - ☐ Consider additional follow up